

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: EA-1	Effective Date: July 1, 2005	Version: 1.0
POLICY TITLE: PROMULGATION OF ADMINISTRATIVE RULES		
OVERVIEW: All rules adopted by DCS will be promulgated in an accurate and efficient manner in accordance with Indiana Code. The Deputy Director of Legal Operations will oversee the promulgation of all rules and will develop the specific process for such activities. Public comment is encouraged and will be solicited during the rule development process.		

I. DEFINITIONS

Promulgation of administrative rules: The manner in which an administrative rule is formulated and adopted by DCS.

II. REFERENCES

[IC 5-14-1.5: Public Meetings \(Open Door Law\)](#)

III. POLICY

- A. DCS will develop administrative rules in an accurate and efficient manner that ensures preservation of the best interest of the Department, its clients and the general public.
- B. DCS will encourage and solicit public input during the rule development process. All input will be considered when drafting a rule.
- C. DCS will perform all activities detailed in [IC 5-14-1.5](#) related to the promulgation of administrative rules and public meetings.
- D. The Deputy Director of Legal Operations will serve as the coordinator for the promulgation of administrative rules.
- E. If a rule will be applied to a specific division, that division's Deputy Director must review and approve the draft rule prior to submission to the DCS Director.
- F. The DCS Director must review and approve all draft rules prior to presentation to other state agencies or offices for approval.

IV. PROCEDURE

- A. The Deputy Director of Legal Operations will develop a process for promulgating rules, including but not limited to: coordinating program staff input; convening all public meetings; submitting drafts for approval; and tracking progress.
- B. The Deputy Director of Legal Operations will distribute a written copy of the above mentioned process to all staff involved in drafting rules.
- C. The Deputy Director of Legal Operations will ensure compliance with all notification requirements found in the above mentioned Indiana Code.
- D. For each rule promulgated a copy of the following shall be retained and made available to the public: the Notice of Intent, the proposed rule, all public comments and responses and the final rule.

DATE: 06/08/05

James W. Payne, Director
Department of Child Services

A signed copy is on file.